

***Amended 26 January 2005**

Previous VA #04-492

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #04-494

**Real Property Clerk
R8684000
GS-1101-05
\$31,189 - \$40,551 pa**

**ANNOUNCEMENT DATE:
CLOSING DATE:**

**29 October 2004
23 February 2005**

SELECTING OFFICIAL:

Training Site Manager

APPOINTMENT FEATURES:

**Excepted Service
Enlisted Grade**

POSITION LOCATION:

Training Site – Camp Roberts, CA

RECRUITMENT/RETENTION BONUS OF UP TO 25% OF BASIC PAY MAY/MAY NOT BE OFFERED.

This position is located within the Engineering Resources Management Division, Directorate of Facilities Engineering, of an Army National Guard Major Training Area (MTA). The purpose of this position is to provide technical assistance and administrative support pertaining to construction, operation and maintenance of ARNG facilities and properties at a MTA.

***1. AREA OF CONSIDERATION: Nationwide.** All applications will be accepted; however, first consideration will be given to current permanent technicians of the California Army National Guard.

2. CONDITIONS OF EMPLOYMENT: a. Must qualify for appropriate level of security clearance required by the position. b. Must wear appropriate military uniform including required grooming standards. c. Must maintain a compatible military unit, grade, and job assignment as required by current directives.

3. MILITARY GRADE AVAILABLE: ENLISTED GRADE. PRIOR TO EFFECTIVE DATE OF PERSONNEL ACTION, SELECTEE MUST OCCUPY A COMPATIBLE MILITARY POSITION WITHIN A COMPATIBLE UNIT IN ENLISTED GRADE OR HAVE A COMPATIBILITY WAIVER APPROVED BY NATIONAL GUARD BUREAU. GRADE INVERSION IS NOT ALLOWED. IF THIS IS A SUPERVISORY POSITION,

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MILITARY GRADE OF SELECTEE MUST BE EQUAL TO A HIGHER THAN THE MILITARY GRADE OF THOSE TO BE SUPERVISED.

Notice: All National Guard applicants must state Unit of Military Assignment, Military grade and MOS/AFSC.

4. QUALIFICATION REQUIREMENTS:

a. **General:** Experience in clerical, administrative, or technical work which provided the applicant with experience in applying rules, regulations, and procedures; extracting data or information from various sources; e.g., reports, for such purposes as maintaining records, consolidating or preparing report; and the ability to communicate effectively with others.

b. **Specialized:** Must have 6 months specialized experience in performing general office type work, e.g., answering telephones, receiving and distributing mail, maintaining records, etc.; experience in the assembly of data resulting in the completion of reports; experience in review update and files, maintenance, etc.; experience at data transcribing and data entry; experience which demonstrates the ability to assist in the performance of appraisals and examining of merchandise or property; experience which demonstrates use and application of rules, laws and regulations applicable to appraisal of merchandise and property.

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

c. **Substitution of Education for Specialized Experience:** High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full time study, or 30 semester hours, or the equivalent) for 12 months of the required experience.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made.

- a. Skill in the performance of clerical and office type duties.
- b. Skill in assembling data for completion of reports.
- c. Ability to maintain applicable records.
- d. Skill at data entry and transcribing information into various input, card and record forms.

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- e. Ability to identify costs/condition associated with merchandise or property.
- f. Knowledge of rules, laws and regulations applicable to appraisal of merchandise and property.

SELECTEE WILL BE REQUIRED TO BE ASSIGNED IN A COMPATIBLE MILITARY POSITION IN ENL: CMF 21/ 71.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE. VETERANS PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

OUR WEBSITE ADDRESS IS: [HTTP://WWW.CALGUARD.CA.GOV/CAHR](http://www.calguard.ca.gov/cahr). YOU CAN LOCATE ALL CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENTS USING THIS SITE.